

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Personnel
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NOTICE TO HEADS OF AGENCIES

Subject: Establishment of Plans for the Reduction of Accumulated Annual Leave in Excess of 30 or 45 Days.

Under the provisions of Public Law 102, 83rd Congress, the head of each Federal department is charged with the responsibility for administering a system within his department providing for the reduction of annual leave accumulation in excess of 30 days, or 45 days in the case of employees outside the Continental United States, within a reasonable number of years.

In this connection, the Civil Service Commission is responsible for reporting annually to Congress the progress made by each department in the reduction of such leave. In order that the Commission may be in a position to report meaningful data, an inventory of annual leave will be required of each agency of the Department in the near future. This will be an annual report. Instructions concerning this report will be issued by the Office of Budget and Finance.

In accordance with the responsibility of the Secretary in this respect, it has been determined that 10 years shall constitute a reasonable number of years for the reduction of accumulated annual leave in excess of 30 days, or in excess of 45 days for employees outside the continental United States.

It shall be the responsibility of the head of each agency of the Department to recommend a plan for the reduction of excess annual leave within 10 years beginning with the 1954 leave year which shall be applicable to employees under his jurisdiction. The recommended plan must be submitted to the Director of Personnel for approval by not later than September 15, 1953. Upon approval, all employees in the agency shall be informed of the plan. Each agency plan must make provisions for an orderly, progressive reduction and must conform with the following standards:

1. Not less than a 30% reduction by the end of Leave Year 1956 of the total excess annual leave which employees had at the beginning of the 1954 Leave Year.
2. Not less than a 60% reduction by the end of Leave Year 1959 of the total excess annual leave which employees had at the beginning of the 1954 Leave Year.
3. 100% reduction of the total excess annual leave for all employees by the end of Leave Year 1963.

5. Recognition of cases where more leave is taken by an employee than required by the schedule so as to provide him with credit therefor in succeeding years.
6. Sufficient flexibility to recognize exceptions for individual employees in cases of personal hardship and work load requirements.
7. Reduction of excess leave through means which will not cause additional overtime work or replacement costs, or unduly impair the performance of agency functions.
8. Reduction of excess leave should in no event interfere with the general goal of reducing employment in the Department to the minimum necessary to carry out agency programs.
9. Liberal policy in approving requests for extended vacations which will use up excess accumulated leave and in granting leave, generally, so that no employee shall suffer loss of leave.
10. Participation in the development of the plan by a representative group of employees of the agency.

The following schedule for reducing excess annual leave within a 10 year period is offered as a guide in setting up agency plans.

<u>Amount of Annual Leave Accumulation in Excess of 30 days</u>	<u>Amount of Annual Reduction of Excess Accumulation</u>
1 thru 12 days	1/3 of excess accumulation
13 thru 24 days	1/5 of excess accumulation
25 thru 36 days	1/7 of excess accumulation
37 thru 48 days	1/9 of excess accumulation
49 thru 60 days	1/10 of excess accumulation

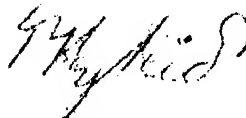
Under this schedule, for example, an employee with 25 days of excess accumulation would take 1/7 of 25 days each year.

A similar schedule for employees outside continental United States is as follows:

<u>Amount of Annual Leave Accumulation in Excess of 45 days</u>	<u>Amount of Annual Reduction of Excess Accumulation</u>
1 thru 15 days	1/3 of excess accumulation
16 thru 30 days	1/5 of excess accumulation
31 thru 45 days	1/7 of excess accumulation
46 thru 60 days	1/9 of excess accumulation
61 thru 75 days	1/10 of excess accumulation

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The Office of Personnel will be glad to assist agencies in establishing leave reduction plans as required by this memorandum.



T. Roy Reid
Director of Personnel